

Annual Goals for Vice President for Business and Finance

2010-2011

Title:	Develop state-mandated disbursement of funds database
Description:	Develop a state-mandated database of all university expenditures reporting on a monthly basis in a searchable database.
Budget:	0.00
University Goals:	1,4,5
Strategic Goals:	
Responsibility:	Vice President
Participation:	University directors and staff, and Alabama State Comptroller's office
Results:	Developed searchable database of all university expenditures on a monthly basis and make the information available on the university's webpage. Discussed progress with Alabama State Comptroller's office to ensure the university complied completely with the state requirement.
Actions:	Database was developed and information made available on the university's webpage. Alabama State Comptroller's office reviewed information and approved format used.
Improvements:	

Title:	Evaluation of food service and bookstore contracts
Description:	Review existing contracts for food service and bookstore providers. Issue Request for Proposals to selected vendors for response to the University. Review and select food service and bookstore vendors.
Budget:	0.00
University Goals:	1,2,4
Strategic Goals:	

Responsibility: Vice President

Participation: Directors and Staff

Results: Reviewed Request for Proposals submitted by vendors. Interviewed prospective vendors and clarified vendor submitted responses. Students, faculty, staff and administrators were invited to vendor presentations.

Actions: Selection of successful vendors was made. Notification was given and contracts were signed.

Improvements:

Title: Update University Travel and Entertainment Policy

Description: Update university's travel and entertainment policy, receive approval from various university groups and publish on university's website.

Budget: 0.00

University Goals: 1,2,3,4,5

Strategic Goals:

Responsibility: Vice President

Participation: Strategic Planning and Budget Study Committee and President's Executive Committee

Results: Updated travel and entertainment policies with assistance from the Strategic Planning and Budget Study committee and the President's Executive Council. Received approval of policies from Budget Committee and EC.

Actions: Disseminated updated policies to campus community via email and provided appropriate website links. Improvements include providing a more detailed and thorough policy for university employees.

Improvements: